



# City of Tempe

## ASSISTANT CITY ENGINEER

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	451	<i>Department:</i>	Public Works
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	Assistant City Engineer
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	No
Click <a href="#">here</a> for more job classification information including current salary range			
**This classification is unclassified which means the employee, or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.			

REPORTING RELATIONSHIPS
Receives general direction from the Deputy Director.
Provides direct supervision to assigned staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Five (5) years as a registered professional engineer in the design and construction of public facilities and/or infrastructure, including three (3) years of supervisory responsibility.
<i>Education:</i>	Bachelor’s degree from an accredited college or university in civil engineering, structural engineering, construction engineering, architecture or degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>Registered as a Professional Engineer in the State of Arizona or by the technical board of another state with the ability to obtain Arizona registration through reciprocity within six (6) months.</li> <li>Possession of a valid driver’s license.</li> </ul>

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City’s stated mission and values. To assist the Deputy Public works Director Engineering/City Engineer develop, plan and implement division/section goals and objectives that align with the department’s goals and objectives; to recommend and administer division/ section guidelines and procedures; to provide technical and regulatory advice and coordinate assigned activities with other City Departments and outside agencies.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- Recommend and assist in the development and implementation of division/section goals, objectives, policies, procedures and priorities.
- Assist in planning, organizing and evaluating the functions and activities of the Engineering Division such as capital improvement, project planning, design, construction and contracting, mapping, field survey, GIS, public right of way programs and dry utility permitting.
- Direct, oversee and participate in the development of division/section work plans related to a variety of municipal infrastructure projects; assign work activities, projects and programs.
- Monitor and evaluate the continued efficiency and effectiveness of service delivery and assess workload, reporting relationships and opportunities for improvements within the programs, projects and services managed by the division.
- Assign and supervise the preparation of engineering and other technical reports; present to the Public Works Director, Deputy Director, City Council and boards/commissions.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures.
- Advise on the installation of public improvements in subdivisions and developments.
- Coordinate division activities with those of other departments, outside agencies and organizations.
- Respond to and resolve difficult and sensitive inquiries, complaints, and requests for services from citizens in an open and creative manner. Communicate and provide information to the public through correspondence, interviews, and telephone calls.
- Work with City Attorney's Office regarding contractual approvals or issues and intergovernmental agreements; work with the City Communication and Marketing Office in conveying projects to residents and other stakeholders.
- Review comprehensive reports, provide detailed technical information and recommendations to the Deputy Public Works Director – City Engineer and other professional staff.
- Attend City Council, board/commission, neighborhood group and various other meetings as required.
- Act as a liaison with the business community, citizen groups, contractors, and other government entities; make presentations as requested.
- Troubleshoot complex issues and interpret administrative policies to subordinates, other departments, consultants, contractors, and the public.
- Exercise and apply independent professional judgement, initiative, and skills in the resolution of complex issues related to the planning, design, and construction of capital projects.
- Interpret engineering documents, reports and testing results for use in planning, evaluation and decision making.
- Participate in the development and administration of the Division budget; assist with the forecast of funds, staffing needs, revenues, equipment, materials and supplies; monitor and approve expenditures.
- Assist Deputy Public Works Director - City Engineer in formulating strategy and informing plans such as the Capital Improvement Program and the Special Funds Long Range Financial Forecasts; coordinate the preparation of capital and procurement of capital projects, operating budgets, and grant activity; investigate, pursue, administer, and monitor federal grants for services and projects.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work

processes and work cooperatively and jointly to provide quality customer service.

- Develop, administer, monitor, and evaluate inter-governmental agreements and contracts.
- Provide pro-active performance planning utilizing performance management tools.
- Act as the City Engineer by assignment and delegation.
- Perform related duties as assigned.

## COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others

Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ: Competencies](#)

## JOB DESCRIPTION HISTORY

*Effective November 1988*

*Revised December 1991*

*Revised / Renamed September 2000*

*Revised Dec 2010 (Title change)*

*Revised August 2016 (Job Description Changes)*

*Revised March 2017 (Title change and job description changes)*

*Revised May 2019 (PW reorg – retitled and moved to Engineering & Transportation Dept.)*

*Revised June 2019 (update job duties)*

*Revised February 2020 (Title change and job description changes; added When assigned to Engineering Division and Transportation Division)*

*Revised Oct 2024 (Eng & Transp. reorg; job title/duties change to Assistant City Engineer)*

*Revised Dec 2024 (status unclassified)*